

January 9, 2019

2018 CA Megafires

National Dislocated Worker Grant (NDWG)

Project Launch Webinar

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An Adobe Connect Webinar

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Housekeeping

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 - First and Last Name, Agency/Organization, & email
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Agenda

- Project Overview
- Roles & Responsibilities
- Temporary Jobs
- Workforce Development
- Exhibit Package
- Statement of Work
- Allowable CalJOBSSM Activity Codes
- Reports
- Resources
- Contact Information
- Communication

Project Overview

- Training and Employment Guidance Letter (TEGL) 2-15
 - Attachment II: Disaster NDWGs
- FEMA Declaration
 - FEMA-4407-DR
 - Counties: Butte, Los Angeles, & Ventura
- Each NDWG has specific Award Terms

Project Overview (cont'd)

- Total Project “Up-To” Award Amount is \$44,000,000
- Project’s Period of Performance:
 - **12/6/2018 – 12/31/2020**
- First Increment already received
- Subsequent increments can only be requested once the Project as a whole has reached 70% expenditure
 - That is why it is essential that you input expenditures into CalJOBS **throughout the month**, instead of only on the date that the report is due

Project Overview (cont'd)

There are two components to this NDWG:

1. Temporary Jobs Component
 - Temporary Employment
 - Supportive Services
2. Workforce Development Component
 - Career Services
 - Training Services
 - Supportive Services
 - Follow-Up Services

Roles & Responsibilities

Department of Labor

- *Awards NDWGs and releases incremental funds
- *Requires Quarterly Reports
- *Conducts monitoring visits
- *Requests important time-sensitive info/data



Employment Development Department: Project Manager

- *Provides technical assistance
- *Requires Monthly and Quarterly Reports
- *Troubleshoots CalJOBSSM issues
- *Requests additional increments, when applicable
- *Conducts site visits
- *Requests important time-sensitive info/data



Project Operator

- *Enrolls participants and inputs activities in CalJOBSSM
- *Coordinates and Tracks Worksites for Temporary Jobs
- *Coordinates with local EDD Field Office for services
- *Completes Monthly Report and Worksite List by 5th of the month
- *Enters Expenditure Report in CalJOBSSM by 20th of the month
- *Completes Quarterly Reports by 20th of the month after quarter-end

<https://www.caljobs.ca.gov>



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 Find an Office

More Career Services

More Employer Services

- Enroll Participants
- Enter Activities and Case Notes
- Input Expenditures

Temporary Jobs

- Temporary jobs will provide:
 - Immediate employment and wages
 - Clean-up and repair work will be performed on public or private non-profit lands
 - Clean-up, repair, and restoration may be allowed on private property to eligible individuals (with prior approval)
 - Still waiting on specific, written clarification from the DOL National office
 - Humanitarian assistance
- NDWG Funds are for labor only; cannot be used for the purchasing of materials

Temporary Jobs (cont'd)

Eligible Participants

- TEGL 2-15, Attachment II, Page 14
 1. Individuals who are temporarily or permanently laid off as a consequence of the disaster;
 2. Other eligible dislocated workers as defined in WIOA Section 3(15);
 3. Long-term unemployed workers, as defined by the state; and
 4. Self-employed individuals who become unemployed or significantly underemployed as a result of the emergency or disaster.

Outreach efforts should emphasize workers who lost employment as a result of the disaster. Veterans' preference applies within these eligible groups.

Temporary Jobs (cont'd)

- Participant file must document participants' eligibility
 - Self-certification is allowed if documentation is difficult to obtain due to the disaster; BUT,
 - You must have a system/policy in place to verify the eligibility once the documentation is available
- Participants must be enrolled in CalJOBSSM Activity Code **227: Disaster Relief Employment/Temporary Job** prior to receiving any Supportive Services for the Temporary Jobs Component
- Job Duration
 - Maximum 12 months or 2,080 hours

Temporary Jobs (cont'd)

- Participants enrolled in Temporary Jobs are required to receive appropriate safety training
 - Documentation must be in the participant's file in the form of both:
 1. Case note
 2. Proof of training completion (certificate, sign-in sheet, etc.)

Temporary Jobs (cont'd)

- Allowable Job Activities
 - Meant to bring an area to the state it was in when the disaster occurred, and not to improve an area or to prevent future damage
 - Public and private non-profit lands:
 - Clean-up and repair only
 - Not allowed: restoration, renovation, rebuilding, reconstructing, demolition, mitigation, erosion control, landscaping, cutting, removing, etc.
 - Private property:
 - Waiting on clarification from the DOL National office
 - Clean-up, repair, or restoration MAY be permitted
 - Approval will be on a case-by-case basis
 - Pre-approval of worksites is MANDATORY

Temporary Jobs: Private Property

TEGL 2-15, Attachment II, Page 16

1. Clean-up activities on private property may be performed by grant participants if workers from units of general local government are also:
 - a. authorized to conduct such work; and
 - b. perform such work.
2. As determined by the extenuating circumstances of the disaster for which Title I funds are being provided, repair and restoration activities are authorized on the private property of economically disadvantaged individuals, under the following specific conditions.
 - a. Work can only be performed on the homes of economically disadvantaged individuals who are eligible for the federally-funded Weatherization program; and
 - b. Work may be performed on private land or homes of such individuals if the non-WIOA employees of the employing unit or state or local government workers are authorized to do the same work and are in fact engaged in performing the work using non-WIOA funds; and
 - c. Work on private land or buildings is performed to remove health and safety hazards to the larger community; and
 - d. The work is limited to returning a home to a safe and habitable level -- not to make home improvements; and
 - e. Priority is given for service to the elderly and individuals with disabilities; and
 - f. WIOA funds cannot be used for the cost of materials to do repairs; and
 - g. Work must be disaster-related and not related to general home improvements authorized under the Federal Weatherization program; and
 - h. Work is coordinated with or supervised by the local agency responsible for the Federal Weatherization program.

Temporary Jobs: Private Property (cont'd)

Eligibility for Federal Weatherization

- Eligibility differs among each of the local agencies responsible for the Federal Weatherization Program.
- Some of the requirements may include:
(1) Low-Income (2) Household size (3) Energy use (4) Other factors
- Information on the program and eligibility:
<http://www.csd.ca.gov/Services/ResidentialEnergyEfficiencyServices.aspx>
- Find a local Federal Weatherization provider (by County):
<http://www.csd.ca.gov/Services/FindServicesinYourArea.aspx>

Workforce Development

- Career & Training Services
 - To help participants find permanent, unsubsidized employment
- Can be provided before, during, or after the Temporary Job
- TEGL 2-15, Attachment II, page 14 states “DWG projects provide Career and Training services for those grant participants already enrolled in the temporary jobs component.”
 - EDD requested an exception to provide workforce development to individuals who are not enrolled in temporary jobs
- Participant file must document participants’ eligibility

Workforce Development (cont'd)

Eligible Participants

- WIOA Sec. 170 (c)(2)(A)
 1. A dislocated worker; or
 2. A civilian employee at a military installation that is being closed; or
 3. An individual employed in a nonmanagerial position with a Department of Defense contractor; or
 4. A member of the Armed Forces (and meets 4 other criteria)
- Participant who is eligible for and is enrolled in the Temporary Job Component

Workforce Development (cont'd)

- Activities may include, but are not limited to:
 - Job placement assistance in high-demand sectors
 - Training, such as apprenticeships, OJT, transitional jobs, etc.
 - Follow-up services for employment status, to assess additional employment-related needs, and ensure participant success
 - Supportive services
- Since some participants will be enrolled in training or education, then the following Performance Indicators will need to be reported:
 - Measurable Skill Gains
 - Credential Attainment

Workforce Development (cont'd)

- EDD Field Office Staff can:
 - Assist with some of the Basic Career Services, such as workshops
 - Provide targeted outreach and recruitment
 - Provide QMF services and CalJOBSSM assistance
 - Refer individuals to the POs
- Services vary among the EDD offices, so POs should communicate and coordinate accordingly with them

Exhibit Package

2018 CA MEGAFIRES NATIONAL DISLOCATED WORKER GRANT (NDWG)

EXHIBIT PACKAGE: INSTRUCTIONS & NOTES

Instructions

1. Fill in all yellow cells according to the information requested.
2. Use whole dollar amounts for all costs; totals will update automatically.
3. Whenever a description or more detail is requested, provide information on **what** you are requesting and **why** it will be needed for/funded by the NDWG.

Notes

General:

1. Should there be section in the package that is not working properly, please notify the Project Manager.
2. Exhibits B-E are broken up into two parts. The first part of each of these exhibits is related to costs/services the Temporary Jobs Component. The second part is related to the cost/services for the Workforce Development (Career Services) Component.
3. Temporary Jobs may be referred to as TJ. Workforce Development may be referred to as WD.
4. While the Exhibit Package has the expenses broken down by component, the Expenditure Reporting will be a combined total in CalJOBSSM.
5. General guidance on Disaster NDWGs can be found in [TEGL 2-15: Operational Guidance for NDWGs, pursuant to the Workforce Innovation and Opportunity Act \(WIOA or Opportunity Act\).](#)

- DOL requires the breakout of costs into the two components
- There is a 10% administrative cap for each component
- The package should be filled out according to the First Increment Allocation received

Exhibit Package (cont'd)

Line Item	Item Description	Temporary Jobs Component		Workforce Development		Line Item Totals	
		Administrative Costs	Program Costs	Administrative Costs	Program Costs	Administrative Total	Program Total
1	a. Administrative Staff Salaries	\$ -		\$ -		\$ -	
	b. Administrative Staff Fringe Benefits % of Salaries: #DIV/0!	\$ -		\$ -		\$ -	
2	Administrative Staff Travel	\$ -		\$ -		\$ -	
3	Administrative Staff Communications	\$ -		\$ -		\$ -	
4	Administrative Facilities (Rent, utilities, maintenance, etc.)	\$ -		\$ -		\$ -	
5	Administrative Office Supplies	\$ -		\$ -		\$ -	
6	Other (Additional Administrative Costs)	\$ -		\$ -		\$ -	
7	Administrative Indirect Costs	\$ -		\$ -		\$ -	
TOTAL ADMINISTRATIVE COSTS		\$ -		\$ -		\$ -	
8	a. Career Services - Basic				\$ -		\$ -
	b. Career Services - Individualized				\$ -		\$ -
	c. Career Services - Follow-Up				\$ -		\$ -
9	a. NDWG-Funding Training - Training Services				\$ -		\$ -
	b. NDWG-Funding Training - Work-Based Learning/Training				\$ -		\$ -
10	a. Participant Wages		\$ -				\$ -
	b. Participant Fringe Benefits		\$ -				\$ -
11	Supportive Services		\$ -		\$ -		\$ -
TOTAL Participant Costs			\$ -		\$ -		\$ -
12	a. Program Staff Salaries		\$ -		\$ -		\$ -
	b. Program Staff Fringe Benefits % of Salaries: #DIV/0!		\$ -		\$ -		\$ -
13	Program Staff Travel		\$ -		\$ -		\$ -
14	Program Staff Communications		\$ -		\$ -		\$ -
15	Program Facilities (Rent, utilities, maintenance, etc.)		\$ -		\$ -		\$ -
16	Program Office Supplies		\$ -		\$ -		\$ -
17	Program Equipment		\$ -		\$ -		\$ -
18	Other (Additional Program Costs)		\$ -		\$ -		\$ -
19	Program Indirect Costs		\$ -		\$ -		\$ -
TOTAL Other Costs			\$ -		\$ -		\$ -
TOTAL PROGRAM COSTS			\$ -		\$ -		\$ -
		Temporary Jobs Allocation		Workforce Development Allocation		ADMIN TOTAL	PROG TOTAL
SUBTOTAL COST (1st Increment Allocation)		\$ -		\$ -		\$ -	\$ -

Exhibit Package: Worksite List

EXAMPLE - 2018 CA Megafires NDWG - Worksite List

Project Operator: EDD Example

Please note:

1. Approval of sites is done prior to a site becoming active.
2. All worksites must be approved by your Project Manager prior to work beginning.
3. Private Property & Humanitarian Assistance require additional information and forms before review.
4. Private Property & Humanitarian Assistance approval may take longer than other worksites.
5. The description of disaster-related work should include details of what the participants will perform.
6. A photograph of the worksite is required to be submitted when 1) work begins and 2) work is completed.
7. Please title the photos with the worksite name, number, and date it was taken. For example: Bille_Park_Site1_1-1-19.JPG
8. After the exhibit package is approved, new worksites must be submitted separately (in the same format). Then they would be added to the Project Operator's monthly Worksite List updates.

No.	Worksite Information		Description of Disaster-related Temporary Job Activities				For EDD Use Only	
1	Name of Worksite	Honey Run Road	Clean-up of fire-damaged asphalt and fire debris from the Camp Fire. Repair of damaged asphalt and underground pipes. Work begins at intersection of Honey Run Rd and Skyway and continues along Honey Run Rd until Horse Run Lane.				Initial Pictures Received	
	Type of Land	Public					<u>Notes</u>	
	Street Address (or Coordinates)	Intersection of Honey Run Rd & Skyway						
	City, State ZIP Code	Chico, CA 95928	NDWG-Funded Participants Assigned to Worksite					
	County	Butte	Job Titles of Participant Workers at this location	Laborer	How Many	10		
	Description of Site	Road/Street		Maintenance Worker		8		
	(if other)	N/A		Crew Supervisor		2		
	Type of Request	New Worksite Request						
	Worksite Status	Future	TOTAL Participant Workers			20		
	Worksite Lead Agency		Worksite Timeline				Approved	
Agency Name	CalTrans	Requested Start Date	1/2/2019	Actual Start Date	N/A	Approved by:		
Public or Non Profit	Public	Anticipated End Date	6/30/2019	Actual End Date	N/A	Approval Date:		

Statement of Work

2018 CA Megafires National Dislocated Worker Grant (NDWG)

Statement of Work

Please complete and return to the EDD Project Managers on or before COB, Friday, January 18, 2019.

Project Operator		Date	
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1. Counties to be served by your agency: ☐ Butte ☐ Los Angeles ☐ Ventura

2. List the Congressional Districts that cover the counties to be served:

3. Will you be contracting out services for this NDWG? If so, fill out the table below.

<i>Name of Contractor</i>	<i>Purpose of Contract</i>	<i>Cost of Contract</i>

2018 Megafires NDWG – Allowable CalJOBSSM Activity Codes

#	Activity Code Name*	Type of Activity**						Reporting Category	Restart Exit Clock?
		NDWG Temp Jobs Enrollment	NDWG Supportive Services	NDWG Career Services	NDWG Training Services	NDWG Work-Based Learning/ Training	NDWG Follow-Up Services		
101	Orientation			x				Basic Career Service (Self-Service Information-Only Activity)	NO
102	Initial Assessment			x				Basic Career Service (Staff-Assisted)	YES
103	Provision of Information on Training Providers/Performance Outcomes			x				Basic Career Service (Self-Service Workforce Information Service)	NO
107	Provision of Labor Market Research			x				Basic Career Service (Self-Service Workforce Information Service)	NO
114	Job Referral: Federal Contractor Job Listing (FCJL)			x				Basic Career Service (Staff-Assisted)	YES
120	Use of AJCC Resource Room			x				Basic Career Service (Self-Service Information-Only Activity)	NO
125	Job Search and Placement Assistance			x				Basic Career Service (Staff-Assisted)	YES
130	Proficiency Testing			x				Basic Career Service (Staff-Assisted)	YES
131	Testing as Requested by Employer			x				Basic Career Service (Staff-Assisted)	YES
132	Resume Writing Workshop			x				Basic Career Service (Staff-Assisted)	YES
133	Job Search Workshop			x				Basic Career Service (Staff-Assisted)	YES
134	Workshop			x				Basic Career Service (Staff-Assisted)	YES
180	Supportive Service: Child/Dependent Care		x					Supportive Service	NO
181	Supportive Service: Transportation Assistance		x					Supportive Service	NO
182	Supportive Service: Medical		x					Supportive Service	NO
184	Supportive Service: Temporary Shelter		x					Supportive Service	NO
185	Supportive Service: Other		x					Supportive Service	NO
186	Supportive Service: Seminar/Workshop Allowance		x					Supportive Service	NO
188	Supportive Service: Tools/Clothing		x					Supportive Service	NO
189	Supportive Service: Housing Assistance		x					Supportive Service	NO
190	Supportive Service: Utilities		x					Supportive Service	NO
200	Individual Counseling			x				Individualized Career Service	YES
201	Group Counseling			x				Individualized Career Service	YES
202	Career Guidance/Planning			x				Individualized Career Service	YES
203	Objective Assessment			x				Individualized Career Service	YES
204	Interest And Aptitude Testing			x				Individualized Career Service	YES

2018 Megafires NDWG – Allowable CalJOBSSM Activity Codes

#	Activity Code Name*	Type of Activity**						Reporting Category	Restart Exit Clock?
		NDWG Temp Jobs Enrollment	NDWG Supportive Services	NDWG Career Services	NDWG Training Services	NDWG Work-Based Learning/ Training	NDWG Follow-Up Services		
205	Development of IEP/ISS/EDP			x				Individualized Career Service	YES
206	Referred To Registered Apprenticeship Program			x				Basic Career Service (Staff-Assisted)	YES
210	Referred To Educational Services (non-Federal/State/Local)			x				Basic Career Service (Staff-Assisted)	YES
211	Referred To WIOA Title IB Training			x				Basic Career Service (Staff-Assisted)	YES
213	Mentorship			x				Individualized Career Service	YES
214	Adult Literacy, Basic Skills, or GED Preparation			x				Individualized Career Service	YES
215	Short-Term Prevocational Services			x				Individualized Career Service	YES
218	Internships			x				Individualized Career Service	YES
219	Work Experience			x				Individualized Career Service	YES
221	Financial Literacy Education			x				Individualized Career Service	YES
222	English as Second Language (ESL) Services			x				Individualized Career Service	YES
224	Pre-Apprenticeship Training			x				Individualized Career Service	YES
225	Enrolled in Post-Secondary Education				x			Training Service	YES
226	Reading and/or Math Testing			x				Individualized Career Service	YES
227	Disaster Relief Employment/Temporary Job	x							
300	Occupational Skills Training (Approved ETPL Provider)				x			Training Service	YES
301	On-the-Job Training					x		Training Service	YES
302	Entrepreneurial Training				x			Training Service	YES
304	Customized Training					x		Training Service	YES
305	Skills Upgrading and Retraining				x			Training Service	YES
306	WIOA Prerequisite Training				x			Training Service	YES
307	Pre-Apprenticeship Program w/Occupational Skill Training (ITA)				x			Training Service	YES
312	Placed in Federal Training (includes TAA and WIOA)			x				Basic Career Service (Staff-Assisted)	YES
313	Placed in State and Local Training (non-TAA, non-WIOA)			x				Basic Career Service (Staff-Assisted)	YES
320	Private Sector Training				x			Training Service	YES
321	Transitional Job			x				Individualized Career Service	YES

2018 Megafires NDWG – Allowable CalJOBSSM Activity Codes

#	Activity Code Name*	Type of Activity**						Reporting Category	Restart Exit Clock?
		NDWG Temp Jobs Enrollment	NDWG Supportive Services	NDWG Career Services	NDWG Training Services	NDWG Work-Based Learning/ Training	NDWG Follow-Up Services		
322	Job Readiness Training				x			Training Service	YES
323	Workplace Training & Cooperative Education				x			Training Service	YES
324	Adult Education with Training Services				x			Training Service	YES
325	Apprenticeship Training					x		Training Service	YES
328	Occupational Skills Training (non-ETPL provider, non-formula)				x			Training Service	YES
F01	Referral to Community Resources						x	Follow-up	NO
F02	Referral to Medical Services						x	Follow-up	NO
F03	Tracking Progress on the Job						x	Follow-up	NO
F04	Work-Related Peer Support Group						x	Follow-up	NO
F05	Assistance Securing Better Paying Job						x	Follow-up	NO
F06	Career Development and Further Education Planning						x	Follow-up	NO
F07	Assistance with Work-Related Problems						x	Follow-up	NO
F10	Leadership Development						x	Follow-up	NO

*Only Activities approved in the Exhibit Package will be allowable for each Project Operator

**Case Notes are REQUIRED for All Activities

2018 Megafires NDWG – Allowable CalJOBS Activity Codes

Supportive Services

#	Activity Code Name*	Type of Activity**	Activity Definition	Reporting Category	Restart Exit Clock?
		NDWG Supportive Services			
180	Supportive Service: Child/Dependent Care	x	A participant received assistance with child care or dependent care that enabled him/ her to participate in career services or training activities. Supportive services may be made available to any adult or dislocated worker participating in Title I career services (not including follow-up services) or training activities.	Supportive Service	NO
181	Supportive Service: Transportation Assistance	x	A participant received assistance with transportation that enabled him/her to participate in career services or training activities. Supportive services may be made available to any adult or dislocated worker participating in Title I career services (not including follow-up services) or training activities.	Supportive Service	NO
182	Supportive Service: Medical	x	A participant received assistance with medical services that enabled him/her to participate in career services or training activities. Supportive services may be made available to any adult or dislocated worker participating in Title I career services (not including follow-up services) or training activities.	Supportive Service	NO
184	Supportive Service: Temporary Shelter	x	A participant received assistance with temporary shelter that enabled him/her to participate in career services or training activities. Supportive services may be made available to any adult or dislocated worker participating in Title I career services (not including follow-up services) or training activities.	Supportive Service	NO
185	Supportive Service: Other	x	A participant received assistance that was necessary to enable the individual to participate in career services or training activities. This activity code should only be used if no other Supportive Service codes apply. This activity code requires staff to document the type of service provided in a case note. Supportive services may be made available to any adult or dislocated worker participating in Title I career services (not including follow-up services) or training activities.	Supportive Service	NO
186	Supportive Service: Seminar/Workshop Allowance	x	A participant received an allowance to attend an employment-related seminar or workshop. Supportive services may be made available to any adult or dislocated worker participating in Title I career services (not including follow-up services) or training activities.	Supportive Service	NO
188	Supportive Service: Tools/Clothing	x	A participant received assistance with employment-related attire or tools for the purpose of obtaining or retaining employment. Supportive services may be made available to any adult or dislocated worker participating in Title I career services (not including follow-up services) or training activities.	Supportive Service	NO
189	Supportive Service: Housing Assistance	x	AJCC staff provided and/or arranged for a participant to receive housing assistance after being placed in unsubsidized employment, education, or training. This service was provided to the participant to enable him/her to further progress in his/her occupation, or retain employment. Supportive services may be made available to any adult or dislocated worker participating in Title I career services (not including follow-up services) or training activities.	Supportive Service	NO
190	Supportive Service: Utilities	x	AJCC staff provided and/or arranged for a participant to receive assistance with his/her utilities after being placed in unsubsidized employment, education, or training. This service was provided to the participant to enable him/her to further progress in his/her occupation, or retain employment. Supportive services may be made available to any adult or dislocated worker participating in Title I career services (not including follow-up services) or training activities.	Supportive Service	NO

2018 Megafires NDWG – Allowable CalJOBS Activity Codes Supportive Services

- Supportive Services for the Temporary Jobs Component:
 - 185-Supportive Service-Other: Can be used for employer-required drug screening and/or background checks
- Case Notes for all activities must detail **why** the specific Activity Code is being used, **how** it assists the NDWG participant, and any associated **costs**
- Additional Case Notes may be entered for interactions with participants that cannot be captured with an activity code

2018 CA Megafires National Dislocated Worker Grant (NDWG)

CalJOBSSM Case Note Guide

This is not an all inclusive list, but the subject titles should follow the format below. Case Notes should provide detail about the service/activity.

Subject Title	Case Note Contents
Megafires NDWG - Safety Training	Provide the details of the safety training, such as date, time, and location. Additional documentation for participant's attendance/completion of the training is required in their file.
Megafires NDWG - Supportive Service	Include the supportive service activity code. Provide a justification for the supportive service and how it relates to the employment, career, or training activities.
Megafires NDWG - Training Service	Include the training activity code. Provide the training type, projected training dates, and training provider name.
Megafires NDWG - Check-in	Provide a summary of any check-in, whether face to face or over the phone. Document unsuccessful attempts.
Megafires NDWG - Site Visit	Provide the purpose of the visit (e.g. collect timesheets, first day of training, check-in with the employer/training provider, etc.). Provide participant progress updates and any observations.
Megafires NDWG - No Show	Provide a note if the participant did not show up to a scheduled appointment, meeting, job, or training.
Megafires NDWG - Dropped Activity	Provide the activity code the participant dropped out of, the reason for the drop, and any attempts by staff to mitigate the activity/temporary job drop.
Megafires NDWG - Completion	Provide a summary of the results of the 2018 Megafires NDWG services.
Megafires NDWG - Referral	Provide a summary of the referral.
Megafires NDWG - Employment	Provide the job title, employer, wage per hour, date of employment, and if the employment is training related. Case Manager must create a CalJOBS SM outcome as well.
Megafires NDWG - Exit	Provide a status update when an exit occurs or is about to occur (90 or calendar days of no CalJOBS SM activity).
Megafires NDWG - Follow-up	Provide a summary of any follow-up contacts made with the participant. If a participant has exited, a follow-up activity or case note will not re-open the participant's WIOA application.

Reports

Report	Due Date*
Monthly Report with updated Worksite List	5 th of the following month <i>Example: January report is due February 5th</i>
CalJOBS SM Expenditures	20 th of the following month
Quarterly Report	20 th of the month following quarter-end <i>Example: January-March report is due April 19th</i>
Closeout & End of Project Report	60 days after project end date

*If the due date falls on a weekend, the report is due the **Friday before** that date.*

CalJOBSSM Reports:

- A \$0 Expenditure Report must be submitted monthly until you have expenditures to report. First report is due **1/18/2019**.
- Participant Data should be entered as they occur, including enrollment and supportive services.

EDD Project Management Group - Required Reports

2018 CA Megafires National Dislocated Worker Grant (NDWG)

Monthly Report

Please complete this cumulative, monthly report form and submit by the 5th of the month.

Project Operator	_Select from Dropdown_			
Prepared By		Email		
Date of Report		Reporting Month		
I. Participant Performance Factor		Planned	Actual in CalJOBS SM	% of Plan
Total Enrollments (<i>cumulative</i>)				#DIV/0!
II. Project Operator Expenditures				
Total Current Allotment				
Total Expenditures (<i>cumulative</i>)				
Percent of Allocation Expended		#DIV/0!		
III. Worksite Status	# Active	# Future	# Completed	Total # of Worksites
				0
IV. Project Status Narrative				
1. Describe the key activities completed, including partnership development and coordination, as well as any program-related activities. (<i>Indicate if there are no changes and provide a reason for the lack of changes</i>)				

EDD Project Management Group - Required Reports

2018 CA Megafires National Dislocated Worker Grant (NDWG)

Quarterly Report

Please complete this cumulative quarterly report form and email to the EDD Project Managers by the **20th of the month** following the end of the reporting period.

Project Operator	<u>Select from Dropdown</u>	Date of Report	
Prepared By		Reporting Period	

TEMPORARY JOBS (TJ) COMPONENT

I. TJ - Performance Factors	Project Plan	Actual in CalJOBSSM	% of Plan
Enrolled in 227 - Disaster Relief/Temporary Job			#DIV/0!
Received Supportive Services			#DIV/0!
Completed NDWG Services			#DIV/0!
Employed at Completion of NDWG Services			#DIV/0!
II. TJ - Project Operator Expenditures	Project Plan	Actual in CalJOBSSM	% of Plan
Supportive Services			#DIV/0!
Participant Wages			#DIV/0!
Participant Fringe Benefits			#DIV/0!
Total Other Costs (Program)			#DIV/0!
Total Administrative Costs			#DIV/0!
TJ - Total Cumulative Expenditures	\$0		
TJ - Total Current Allocation			
Percent of Allocation Expended	#DIV/0!		

WORKFORCE DEVELOPMENT (WD) COMPONENT

I. WD - Performance Factors	Project Plan	Actual in CalJOBSSM	% of Plan
Total Planned Participants Served			#DIV/0!
Received Career Services			#DIV/0!

2018 CA MEGAFIRES NDWG – Submitting Expenditure Report – SAMPLE

I. General Information

Subgrantee: LRC - L & R Career Center Subgrant: K8105096 Grant Code: 1114 - California Wildfires 2017 Allocation: \$150,000.00 Report Period: 10-2017 Report Type: Version 2 - N.E.G. Admin Percentage Cap: 10%	YOA: 2017 Term Dates: 10/18/2017 - 12/31/2018 Cash Received: \$0.00 Revision: 2 Report Interval: Monthly
--	---

II. Total Expenditures (Administrative + Program)

	Previous (Not Applicable)	Current 10-2017 rev. 1
Total Expenditures	\$0.00	\$5,000.00

This should match
Section VIII. Total NDWG Expenditures

III. Administrative Expenditures

	Previous (Not Applicable)	Current 10-2017 rev. 1
Total Administrative Expenditures	\$0.00	\$500.00
a. Cash Portion	\$0.00	\$0.00
b. Accrued Portion	\$0.00	\$0.00

This should not exceed 10% of the
Section II. Total Expenditures
each month

IV. Other Reportable Items (Administrative)

	Previous (Not Applicable)	Current 10-2017 rev. 1
1. Non-Federal Support (Stand-In)		DO NOT FILL IN
2. Unliquidated Obligations	(FILL IN, IF APPLICABLE)	\$0.00
3. Program Income Earned		DO NOT FILL IN
4. Program Income Expended		DO NOT FILL IN

V. Cumulative Expenditures (Program)

Section II. Total Expenditures

=
**Section III. Total
 Administrative Expenditures**
 +
**Section V.7. Total Program
 Expenditures**

Previous
(Not Applicable)

Current
10-2017 rev. 1

DO NOT FILL IN

1. Core Self Service		
2. Core Registration / WIOA Career Services Basic	\$0.00	\$1,000.00
3. Intensive Services / WIOA Career Services Ind.	\$0.00	\$1,000.00
4. Career Services Follow-Up	\$0.00	\$250.00
5. WIOA Training Services		
a. WIOA Training Payments	\$0.00	\$750.00
b. WIOA Other Training Services		
Total Training Services	\$0.00	Auto populates \$750.00
6. Other	\$0.00	\$1,500.00
7. Total Program Expenditures (sum of the above items)	\$0.00	Auto populates \$4,500.00
a. Cash Portion	\$0.00	\$0.00
b. Accrued Portion	\$0.00	\$0.00

Fill in for
Quarterly Expenditure Report

- Section V is the breakdown of Program Costs. The information entered in 2, 3, 4, and 5.a. should automatically populate in Section VIII for the NDWG Expenditures (per WSD16-13). You may need to enter the amounts manually if it does not.
- 6. Other** should reflect all the other program costs expended: Participant Wages, Participant Fringe Benefits, Supportive Services, and the OTHER Program Costs from Exhibits D1 & D2 of the Exhibit Package.

VIII. Total NDWG Expenditures: Project Operator Level

	Previous (Not Applicable)	Current 10-2017 rev. 1
1. Participant Wages	\$0.00	<input type="text" value="\$600.00"/>
2. Participant Fringe Benefits	\$0.00	<input type="text" value="\$300.00"/>
3. Core and Intensive Services / WIOA Career Svcs Basic & Individualized	\$0.00	Auto populates <input type="text" value="\$2,000.00"/>
4. NEG / NDWG-Funded Training	\$0.00	from <input type="text" value="\$750.00"/>
5. Career Services Follow-Up	\$0.00	Section V. <input type="text" value="\$250.00"/>
6. NEG / NDWG-Funded Supportive Services	\$0.00	<input type="text" value="\$200.00"/>
7. Needs-Related Payments (NRP)		DO NOT FILL IN
8. Program Management and Oversight		
a. Administrative, excl. NRP processing	\$0.00	<input type="text" value="\$500.00"/>
b. Other	\$0.00	<input type="text" value="\$400.00"/>
Total Program Management and Oversight	\$0.00	Auto populates <input type="text" value="\$900.00"/>
9. Other		DO NOT FILL IN
Total NDWG Expenditures	\$0.00	<input type="text" value="\$5,000.00"/>

VIII. 1-6 plus 8.b. should match
Section V.7. Total Program Expenditures

The amount in 8.a. should match
Section III. Administrative Expenditures

IX. Comments

Please enter any additional information regarding this

This should match the amount in
Section II. Total Expenditures

Detailed Reports -> Cash Reports: Cash Draw -> Expenditure: Summary of Expenditures

Summary of Expenditures

- Subgrantee Type: Summary
- Subgrantee: [POR Project Operator Resource](#)
- Grant Code Type: Summary
- Grant Code: [1140 CA Mega Wildfires NDWG](#)
- YOA: 2018
- Revision Number: 99
- Reporting Period: 201812
- As-Of Date: 1/21/2019

User ID: #####		Date Generated: 1/21/2019	
Subgrantee Code: TR S Training Sample		Grant Type: Version 2 - N.E.G.	
Grant Code: 1140 CA Mega Wildfires NDWG		Report Type: SS	
Grant Term: 12/06/2018-12/31/2020		Report Period: 12/2018	
I. SUBGRANT INFORMATION			
1. Year of Appropriation			2018
2. Report Revision Number			0
3. Subgrant Number			K.....
4. Subgrant Term			
5. Total Allotment		\$	0.00
6. Closeout Report? (Y/N)			N
II. TOTAL EXPENDITURES (Admin + Program)		\$	0.00
III. ADMINISTRATIVE EXPENDITURES			
1. Administrative Cash Expenditures		\$	0.00
2. Administrative Accrued Expenditures		\$	0.00
3. Total Administrative Expenditures		\$	0.00
IV. OTHER REPORTABLE ITEMS (ADMIN)			
1. Non-Federal Support (Stand-in)		\$	0.00
2. Unliquidated Obligations		\$	0.00
3. Program Income Earned		\$	0.00
4. Program Income Expended		\$	0.00
V. CUMULATIVE EXPENDITURES (Program)		Cash Expenditures	Accrued Expenditures
			Total Expenditures
1. Core Self Services			\$ 0.00
2. Core Registration/WIOA Career Services Basic			\$ 0.00
3. Intensive Services/WIOA Career Services Ind.			\$ 0.00
4. Career Services Follow-Up			\$ 0.00
5. WIOA Training Services			\$ 0.00
a. WIOA Training Payments			\$ 0.00
b. WIOA Other Training Services			\$ 0.00
6. Other			\$ 0.00
7. Total Program Expenditures	\$	\$	\$

Not allowed

Not allowed

Not allowed

Not allowed

Not allowed

VI. OTHER REPORTABLE ITEMS (PROGRAM)		Total Expenditures			
1.	Non-Federal Support (Stand-in)	\$	0.00	Not allowed	
2.	Unliquidated Obligations	\$	0.00		
a.	Unliquidated Obligations – Core and Intensive	\$	0.00		
b.	Unliquidated Obligations-Training Services	\$	0.00		
c.	Unliquidated Obligations - Other	\$	0.00		
3.	Program Income Earned	\$	0.00	Not allowed	
4.	Program Income Expended	\$	0.00	Not allowed	
5.	Incentive Funds Expended	\$	0.00	Not allowed	
VII. MISCELLANEOUS ITEMS (Admin and/or Program)		Cash Contributions	In-Kind Contributions	Total	
1.	Federal Mandated Match	\$ 0.00	\$ 0.00	\$ 0.00	Not allowed
2.	State Mandated Match	\$ 0.00	\$ 0.00	\$ 0.00	Not allowed
3.	Federal Leveraged Resources	\$ 0.00	\$ 0.00	\$ 0.00	Not allowed
4.	Non-Federal Leveraged Resources	\$ 0.00	\$ 0.00	\$ 0.00	Not allowed
5.	Transitional jobs Expenditures			\$ 0.00	Not allowed
Total Miscellaneous Items				\$ 0.00	Not allowed
VIII. 9130 – RECIPIENT SHARE OF EXPENDITURES					
1.	Total Recipient Share of Expenditures	\$	0.00		Not allowed
2.	Total Program Income Earned	\$	0.00		Not allowed
3.	Total Program Income Expended	\$	0.00		Not allowed
IX. NDWG EXPENDITURES: PROJECT OPERATOR LEVEL					
1.	Participant Wages	\$	0.00		
2.	Participant Fringe Benefits	\$	0.00		
3.	Core and Intensive Services/WIOA Careers Svcs Basic & Individualized	\$	0.00		
4.	NEG/NDWG - Funding Training	\$	0.00		
5.	Career Services Follow-Up	\$	0.00		
6.	NEG/NDWG - Funded Supportive Services	\$	0.00		
7.	Needs-Related Payments (NRP)	\$	0.00		Not allowed
8.	Program Management and Oversight	\$	0.00		
a.	Administrative, excl NRP Processing	\$	0.00		
b.	Other	\$	0.00		
9.	Other	\$	0.00		Not allowed
Total NDWG Expenditures				\$ 0.00	
X. COMMENTS					

SAMPLE

Services Provided Individuals - by Grant

- Region/Lwia: [Training Sample](#)
- State: California
- Grant Type: National DW Grant (NDWG)
- Grant: 670 - [1140 - CA Mega Wildfires NDWG](#)
- Veteran Information From: Both
- Date Field: Actual Begin Date
- Start Date: [12/06/2018](#)
- End Date: [03/31/2019](#)

Grant Number	Grant Description	Activity	Activity Description	Distinct Users	Total
1140	1140- CA Mega Wildfires NDWG	181	Support Service: Transportation Assistance	8	10
1140	1140- CA Mega Wildfires NDWG	185	Support Service: Other	1	1
1140	1140- CA Mega Wildfires NDWG	188	Supportive Service: Tools/Clothing	6	6
1140	1140- CA Mega Wildfires NDWG	227	Disaster Relief Employment/Temporary Job	7	9
Grant Number	Grant Description	Activity	Activity Description	Distinct Users	Total
				22	26
Total Rows: 4					

Resources

- Resources for Project Operators/Subrecipients
- EDD Workforce Services Information Notices
 - WSIN 17-09: CalJOBSSM Activity Codes
- EDD Workforce Services Directives
 - WSD 18-08: Disaster NDWG Guidance
 - WSD 18-02: Data Change Request Form Procedure
 - WSD 17-08: Procurement of Equipment and Related Services
 - WSD 16-18: Selective Service Registration
 - WSD 16-17: CalJOBSSM Cash Request
 - WSD 16-16: Allowable Costs and Prior Written Approval
 - WSD 16-13: Monthly and Quarterly Financial Reporting Requirements
 - WSD 16-05: WIOA Closeout Requirements
 - WSD 16-03: Unilateral De-Obligation
 - WSD 13-11: CalJOBSSM Participant Reporting

Resources (cont'd)

Department of Labor Guidance:

- [TEGL 2-15](#): Operational Guidance for NDWG, pursuant to WIOA
- [TEGL 13-15](#): OJT Wage Caps and Reimbursement Rate Waivers for Job Driven, Dislocated Worker Training, and Sector Partnership National Emergency Grants (NEGs)
- [TEGL 19-16](#): Guidance on Services provided through the Adult and Dislocated Worker Programs under WIOA and Wagner-Peyser Act Employment Service (ES)

Contact Information

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- EDD Project Management Mailbox
 - WSBProjectManagement@edd.ca.gov

Communication

- Subject line for any emails for this grant:
 - (Organization 3-letter Abbreviation in CalJOBSSM)
Name of NDWG – Topic

Example: (EDD) 2018 CA Megafires NDWG –
Worksite Question

QUESTIONS

